



CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

NEWSLETTER

April 2020

Volume 2



SEEC Staff Still Working

Staff continues to work remotely although, pursuant to the Governor's directive, our offices at 20 Trinity Street are closed to the public until further notice.



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We are available via telephone (860-256-2940) and email (seec@ct.gov). Those with eCRIS questions can contact the IT Helpdesk (860-256-2930 and seec.ecri.info@ct.gov). If calling, leave a voicemail with your contact information and question. Your call will be returned as soon as possible. Please see page 4 for important information concerning the upcoming April quarterly filing.

Online Contribution Reviews for 2020 Committees

If you are setting up an online contribution page for your committee's website, please contact Commission staff and we would be happy to review your website before it goes live to make sure it captures the relevant information and complies with campaign finance law. The best practice is to model your online contribution page after the sample online contribution forms provided on the Commission's website. Please contact the Candidate Services Unit at 860-256-2985 (or email your URL to public.finance@ct.gov) for further assistance.

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CEP Trainings Now Online!

Our staff has been busy preparing online videos on the CEP for you to watch remotely. These videos have all of the same information we would normally share at in-person trainings but you can now view them from home at a time most convenient for you.

Most of the modules are now available for viewing and can be found [here](#).

If you have any questions that come up while you are viewing the trainings, please contact your Elections Officer.

April Pre-Application Reviews

If you are interested in submitting documentation for a Pre-Application ("PAR"), please let your Elections Officer know.

Staff had planned to offer our third PAR submission period from April 1 through 13. Because we are unable to open our offices to the public and we cannot be sure we will reliably receive back-up documentation by mail, however, we must postpone submissions at this time.

We are committed to this program and hope we are able to re-open our offices to the public in time to accept PAR submissions again. In the meantime, your Elections Officer is available to walk you through any questions, help you identify and fix any problems, and assist in preparing an application packet that will pass the first time through.



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Gearing Up for the 2020 CEP Season

With May approaching, Commission staff has posted the [2020 Grant Application Deadline and Commission Meeting Schedule](#).

We have also recently posted the [Grant Application Checklist](#). As campaigns begin preparing their grant application packages in the coming weeks, we encourage you to refer to the checklist so that you have everything in order when you are ready to submit.

Finally, in case you missed it, the [2020 Guide for General Assembly Candidates Participating in the Citizens' Election Program](#) was posted back in February.

Candidates Not Participating in the Citizens' Election Program

Your guidebook was posted earlier in February and can be found [here](#). Please call or email us if you have any questions!



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Upcoming April Quarterly Filing Due April 13, 2020

The April quarterly filing is due Monday, April 13, 2020, and is required of all state central committees, town committees, traditional and independent expenditure political committees, and open candidate committees registered for the 2020 election cycle. Due to the COVID-19 pandemic and pursuant to Executive Order No. 7M, fees and penalties will be suspended for state central committees, town committees, traditional political committees, and candidate committees that are late in submitting the April quarterly filing up to 90 days past the prescribed deadline. We encourage you to file timely to the extent possible. Staff remains available to assist you with your questions.

Other Filings & Deadlines

Termination statements due April 7, 2020 for 2019 municipal candidate committees and 2019 durational political committees, as well as deficit and termination statements due in April and May for candidate committees related to the January 14 and 21, 2020 General Assembly special elections are also encouraged to be timely filed but, again, the agency will suspend fees and penalties for committees that are late in submitting these filings up to 90 days past the prescribed deadlines. Any post-election review materials due

with respect to the special elections should be held by the treasurers until the agency is able to reopen.

Similarly, time requirements for docketed matters including decision-making requirements, hearings, or other time limitations or deadlines, procedures or legal processes pertaining to these matters are extended for 90 days. Please call us at 860-256-2940 if you have any questions. Thank you for your cooperation and understanding. We hope to return to normal business as soon as possible.



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Hiring Campaign Consultants

Remember! When hiring campaign consultants to provide strategic communications advice and campaign advertising, a treasurer needs to have three things:

- BEFORE work begins, a written agreement showing the nature of the work the consultant will do **and** the amount to be charged;
- After the work is finished, an invoice containing an effective and accurate statement of work done (e.g. number of hours spent, number of people performing the work, number of mailers sent, number of calls made); and
- If consultants in turn pay other vendors on behalf of the committee (known as “secondary payees”), the treasurer will also need to obtain documentation of those payments and the work performed.

The Commission has recently issued guidance regarding these requirements in [File No. 2019-200](#) and [Declaratory Ruling 2019-03](#). If you have any questions, please call and ask to speak to one of our Compliance attorneys.

Town Committees – Recent Changes to Officers? Remember to Amend

If your town committee has recently changed chairperson, treasurer, or deputy treasurer, please remember to file an amended registration statement (SEEC Form 2) with our office, signed by the chairperson and any new treasurer or deputy treasurer, if applicable. These changes are not effective unless the appointments have officially been submitted through an amended registration. Many amended registrations can be done online. Contact our staff if you have any questions.



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Staff Spotlight

In February of this year, Lead Legal Investigator Gilberto Oyola retired from the Commission. Gil joined the Commission's staff in 1998 and was an integral part of the Enforcement team. Throughout his time at SEEC, Gil maintained his proud service as an officer with the Army Reserve and was deployed for 18 months active duty in that role following the September 11, 2001 attacks. The Commission is grateful for Gil's outstanding years of service, both military and civilian.

Also in February, the Commission welcomed Accounts Examiners Maureen Goff and Rhonda Salvatore into the Campaign Disclosure and Audit Unit.

In January, Elections Officer Sarah Clark departed the agency to pursue other career opportunities. The Commission thanks Sarah for her service and her dedication to assisting candidates and committees.

